

FOREIGN NATIONAL STUDENT INTERN PROGRAM AT AMERICAN EMBASSY KUWAIT

The U.S. Embassy in Kuwait is seeking an individual for the position of a STUDENT INTERN (PART-TIME) to work in the Financial Management Section.

The Student Intern Program runs from February – July 2013 and offers students the challenge of working in a Foreign Affairs arena.

This program does not provide any benefits, compensation or future employment rights.

The selected intern will work part-time hours (20 hours/week; Sunday through Thursday) and will engage with Kuwaiti and American employees through the Embassy's Financial Management Center so the candidate must be comfortable dealing with the public. The intern will also help the financial management team provide a variety of financial management services including financial plan preparation, budget estimates, accounting, vouchering, cashiering and payroll throughout the mission.

Applicant must be a self-starter and active problem solver.

Eligibility Requirements:

- Candidate must be a non-U.S. Citizen and at least 18 years of age.
- Must have completed high school education.
- Must be currently enrolled in, not less than half-time, trade school, technical or vocational institute, junior college, college, university or comparable recognized educational institution.
- Must be a student in good academic standing.
- Candidate must possess medical insurance.
- Must possess **Fluent** Spoken and Written English; some Arabic is desirable.
- Must have experience/training in financial management concepts.

Application Process: Interested applicants **must** submit the following **or the application will not be considered.**

1. Application for US Federal Employment (DS-174) which is available on the Embassy's website: <http://kuwait.usembassy.gov>
2. Certified transcript as well as a written permission from the educational institution, in order to enroll in the program.
4. Copy of the medical insurance card.
5. Copy of the passport including the residence permit page.

Selected candidate will be required to undergo medical and security clearances.

Submit your application to: **HROKuwait@state.gov** before **close of business on February 14, 2013.**